

September 21, 2015

PlasMet e-Solutions, LLC
Attn: Mr. Jason Johnson
1415 Constitution Road, SE
Atlanta, Georgia 30316

RE: NOTICE OF INTENT TO AWARD RFQ 15-03

It is the intent of the City of Dunwoody to award the referenced bid to your company.

Two (2) original contract documents are enclosed for signature.

- ☐ If your company is a corporation, ensure that the document is signed by the president or vice-president, attested by the corporate secretary, and that the corporate seal is affixed to the document signature page.
- ☐ If your company is not incorporated, ensure that the signature is attested to and sealed by a notary public.
- ☐ Complete and return one copy of the attached Affidavit Verifying Status for City Public Benefit and one copy of the attached E-Verify Contractor Affidavit under O.C.G.A. 13-10-91 (b)(1).
- ☐ Reference insurance requirements as required in the bid document. A certificate should be forwarded to us meeting those requirements.
- ☐ Submit a copy of your W-9.
- ☐ **Return both complete contract documents.**
- ☐ **Please do not date the contracts.**

All documents should be returned to us within ten (10) days. Once contracts have been fully executed, a Notice to Proceed and an executed contract will be forwarded to you. If you have questions, do not hesitate to call me at 678-382-6750.

John Gates
Purchasing Manager